

Document No 5210
ADOPTED

MEMORANDUM

JULY 27, 1989

TO: BOSTON REDEVELOPMENT AUTHORITY BOARD AND
STEPHEN COYLE, DIRECTOR

FROM: ANTHONY WILLIAMS, ASSISTANT DIRECTOR FOR
NEIGHBORHOOD HOUSING AND DEVELOPMENT, AND
RONALD FONG, DEPUTY DIRECTOR

SUBJECT: REQUEST AUTHORIZATION TO ADVERTISE A REQUEST FOR
ARCHITECTURAL SERVICES FOR THE DESIGN OF THE CHINATOWN
COMMUNITY SERVICES FACILITY, TO BE LOCATED ON SOUTH
COVE PARCEL P-3 AND P-3A (PARCEL C)

SUMMARY: Staff recommends that the Director be authorized to advertise a Request For Services for the design of the Chinatown Community Service Facility, to be developed on South Cove Parcels P-3 and P-3A (Parcel C), adjacent to the residential project proposed for Parcels A and B (also known as R-3/R-3A).

Project Background

On March 14, 1988, the BRA authorized the release of a Request for Proposals for the development of housing and related community service facilities, including the relocation of the South Cove YMCA, on Parcel R-3/R-3A in the South Cove Urban Renewal Area. During the review of the submitted proposals, the opportunity arose for the establishment of a consolidated community land area for the creation of a separate community facility. As a result of negotiations with the New England Medical Center and Tufts University, it became apparent that a superior community facility could be developed on the Nassau, Ash, Oak and May block (Parcel C). Therefore, on September 29, 1988, the BRA tentatively designated two non-profit developers (R-3A Associates Limited Partnership and the Asian Community Development Corporation) as redevelopers of Parcel R-3/R-3A, for the sole purpose of creating affordable housing on that site. The BRA voted to divide the parcel into two development parcels, Parcel A and B, with the objective of allowing both developers to create over 250 units of housing, two-thirds of which will be affordable to low- and moderate-income households.

At that time, the BRA recommended that a first-class community facility be developed on Parcel C, and that a community-based Trust be selected to oversee the development and management of the facility.

Current Status

BRA staff and representatives of the Chinatown/South Cove Neighborhood Council and seven community service agencies have been working together to develop the Chinatown Community Service Facility on Parcel C. The seven participating agencies are the South Cove YMCA, the Chinatown Boys' and Girls' Club, the South Cove Community Health Center, the Chinese American Civic Association, the Asian American Resource Workshop, the Chinese Progressive Association, and the Quincy School Community Council. These organizations are in the midst of formally incorporating for the purpose of overseeing the development of Parcel C.

BRA staff have assisted these groups with the creation of a framework by which to make decisions with regard to the programming, development, construction and maintenance of the facility. At this time, the need for an architectural consultant is necessary to assist all parties with the creation of the facility. The architect will initially be responsible for creating the concept image of the facility, and will eventually assist the various community service agencies with the planning and design of their particular space demands.

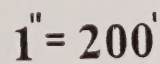
The architect to be selected by the BRA, with the input of the Chinatown community, will be reimbursed from funds to be attained for the development of the facility. Funding sources include Linkage funds, voluntary contributions and City capital funds.

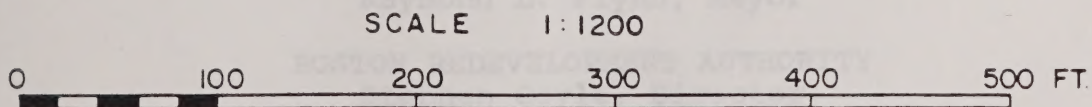
An appropriate vote follows.

VOTED:

That the Director be authorized to advertise a Request for Services for the design of the Chinatown Community Service Facility to be located on Parcels P-3 and P-3A in the South Cove Urban Renewal Area, in substantially the form attached hereto.







500 FOOT GRID BASED

ON MASSACHUSETTS COORDINATE SYSTEM, MAINLAND ZONE
THE LAST THREE DIGITS OF THE GRID NUMBERS ARE OMITTED

CHINATOWN COMMUNITY SERVICE FACILITY

BOSTON REDEVELOPMENT AUTHORITY
Stephen Coyle, Director
Clarence Jones, Chairman
Michael Donlan, Co-Vice Chairman
Francis O'Brien, Co-Vice Chairman
James Flaherty, Treasurer
Consuelo Gonzales Thornell, Member
Kane Simonian, Secretary

I.

DEVELOPMENT CONCEPT

The Boston Redevelopment Authority and the Parcel C Advisory Group seek architectural qualifications and conceptual design proposals for a community service facility to be located in Boston's Chinatown neighborhood. The proposed facility site, known as Parcel C, consists of approximately 24,000 square feet of land. It is bound by Oak, Ash and Nassau Streets, and May Place, and abuts additional community service facilities located on Oak Street and Harrison Avenue.

The fundamental goal of the creation of the community facility is to provide for the development and expansion of health and human services that are in critical demand in the Asian community. The community facility will provide a home for several community service providers already located in Chinatown, who for a variety of reasons are unable to establish a permanent home or are otherwise inhibited from developing and expanding as an organization to better serve the community. The target population served by many Chinatown community service providers extends well beyond the neighborhood boundaries of Chinatown; this facility will in many ways become the focus of social services for the entire New England Asian community.

This facility is to be developed in conjunction with a multi-family mixed-income residential development, located on two parcels adjacent to Parcel C. The residential development site, Parcels A and B (formerly Parcel R-3/R-3A), will contain approximately 260 units of housing. The community facility is being developed not only in support of the residential project, but also to address the immense existent demand within the Asian community for health and human services.

Several new projects will be developed adjacent to Parcel C. As previously noted, a large residential project will be developed on Parcels A and B. A joint venture partnership and the Asian Community Development Corporation have been designated by the BHA to develop parcels A and B, respectively. The design firms of Chia Ming See Architects, Inc. and Hon and Williams have been chosen by each respective team to create the design for each site. The architects are working comparatively to ensure that the projects are sympathetic to one another. The present conceptual design for these parcels (Parcel B) consists of four and eight story mid-rise buildings oriented toward Oak Street, Maple Place, and a realigned Pine Street, and higher buildings of 12 to 14 stories located along Washington Street and Marginal Road. An underground parking garage is proposed to be constructed under Parcels A, B and C. The community facility on Parcel C will therefore sit atop this garage, at ground level. Respondents to this RFP are only expected to address the above-ground community facility.

II. DESIGN GUIDELINES

Unlike the adjacent neighborhoods of the South End, Beacon Hill, and the North End, Chinatown does not have a predominant building type. At one time Chinatown did have the architectural consistency that these neighborhoods still maintain: a prevalence of four or five story red brick rowhouses with elevated basements and mansard roofs. However, due to commercial and institutional expansion within the community and major public land takings, Chinatown has become a melange of various building types and land uses.

The strength of the community lies in its strong cultural identity. The primary urban design objective for Parcel C is to create a community facility that reinforces this cultural identity. Proposals will be reviewed for compatibility with existing use patterns and architecture in areas such as materials, detailing, proportion and other elements that contribute to the distinctive cultural character of Chinatown.

A. Context

The site (Exhibit A) is located amidst a variety of building types and land uses in Chinatown. Across Washington Street is the Don Bosco High School, Quincy Elementary School, and Quincy Tower, a highrise elderly residential tower. Three and four story walk-up townhouses exist on Harrison Avenue, Oak Street and Maple Place. The Quincy School Community Council, a community service agency providing child care and educational services, is located at 28-36 Oak Street, adjacent to Parcel C. Youth Essential Services, a community agency serving neighborhood children and teenagers, is also located next to Parcel C at 199 Harrison Avenue.

Several new projects will be developed adjacent to Parcel C. As previously noted, a large residential project will be developed on Parcels A and B. R-3A Associates Limited Partnership and the Asian Community Development Corporation have been designated by the BRA to develop parcels A and B, respectively. The design firms of Chia Ming Sze Architect Inc. and Woo and Williams have been chosen by each respective team to create the design for each site. The architects are working cooperatively to ensure that the projects are sympathetic to one another. The present conceptual design for these parcels (Exhibit B) consists of four and eight story midrise buildings oriented toward Oak Street, Maple Place, and a realigned Pine Street, and highrise buildings of 12 to 18 stories located along Washington Street and Marginal Road. An underground parking garage is proposed to be constructed under Parcels A, B and C. The community facility on Parcel C will therefore sit atop this garage, at ground level. Respondents to this RFP are only expected to address the above-ground community facility.

The New England Medical Center (NEMC) has proposed an expansion of their facilities along Ash and Nassau Streets, directly across from Parcel C. The height limit for development at these sites is 125 feet. The proposed projects are part of a master plan that is currently under review by the BRA and the community. Any new construction will undergo the development review procedure as specified in Article 31 of the Boston Zoning Code.

Parcel C consists of parcels owned by the BRA and NEMC. It is expected that the BRA will consolidate its ownership of the parcel. Presently, two NEMC buildings exist on the site along Nassau Street. The rest of the site consists of a small public way (May Place) and a surface parking lot. The NEMC buildings will be razed to allow for the development of the entire site. Additional buildings to be demolished to allow for the previously mentioned projects include the former Don Bosco Technical School, located at 866 Washington Street at the corner of Oak Street, and the building at 882-892 Washington Street.

B. Uses

The Chinatown Community Service Facility is expected to provide a home for several community service providers already located in Chinatown. To identify service providers that may be interested in participating in the development and occupancy of a new community facility on Parcel C, a Request for Participation was issued in February, 1989. Seven agencies responded to the RFP, specifying the use and amount of space sought in the Community Facility (see Appendix A). The type of space requested includes child care, classrooms, medical services, fitness/exercise rooms, multiple use conference rooms, and a gymnasium. The amount of space requested slightly exceeds the estimated size of the facility to be developed (90,000 gross square feet). The critical component of the requested space, which the respondent should incorporate into their design proposal, is the gymnasium and related locker room facilities as requested by the South Cove YMCA. Additional uses to be included within the facility should be drawn from the service agency requests contained in Appendix A. The final determination of the inclusion of any or all of seven participating agencies, or any additional service agencies, within the facility will not be made until project design, cost, ownership and management options are further examined.

Parking will be provided underground. At this time, respondents need not address underground parking access.

Open space may be provided on site. However, due to the small size of the parcel, the large amount of program space requested by the agencies, and the demand for open space as required for a child care facility, it is not required that any open space be provided on site (other than that which is related to a child care facility).

C. Density, Height & Massing

The total amount of space requested by the agencies, including additional space for information and/or referral purposes, facility management and common space, came to 113,620 gross square feet. Given a reduction in space due to space sharing and/or program adjustments, the size of the facility to be developed is estimated to be 90,000 gross square feet. The final determination of the project size and facility programming will not be made until project design, cost, ownership and management alternatives are further examined.

The project should not exceed a floor area ratio of 4.0. There are no existing height limits on this parcel.

Articulation of the building mass is strongly encouraged. Rooftop mechanical areas should be concealed from view and be integrated into the overall building design.

Service areas for the project should be inconspicuously located, safe, enclosed, and should not detract from views of the development and surrounding streets.

The project should be designed to minimize adverse impacts on the surrounding environment. Particular consideration should be paid to minimizing the shading of public open spaces and nearby residences.

Particular consideration should be given to the relationship between the Community Facility and the existing Quincy School Community Council building.

1. One board, no more than 36"x48", illustrating the concept image, site plan and building programming.
2. Eye-level perspective view(s) showing the proposal in the context of the surrounding area.
3. Any additional conceptual plans, elevations, and sections as may be required to understand the design of the project and its relation in scale and massing to existing buildings adjacent to the project.

III. SUBMISSION REQUIREMENTS

This Request for Services is open to all design entities. All applicants are requested to submit their materials no later than 5 p.m. on September 29, 1989 to:

Stephen Coyle, Director
Boston Redevelopment Authority
One City Hall Square
Boston, Massachusetts 02201

For questions regarding the Request for Services, please contact:

Ronald Fong, Deputy Director
Boston Redevelopment Authority
One City Hall Square
Boston, Massachusetts 02201
Phone: (617) 722-4300, extension 4265

A. Applicant Information

1. Letter of interest which introduces the design firm and any additional consultants. The chief contact person should be listed.
2. Description of qualifications, experience, and relevant background. Twelve (12) copies of your qualifications must be submitted.

B. Design Submission

1. One board, no more than 36"x42", illustrating the concept image, site plan and building programming.
2. Eye-level perspective view(s) showing the proposal in the context of the surrounding areas.
3. Any additional conceptual plans, elevations, and sections as may be required to understand the design of the project and its relation in scale and massing to existing buildings adjacent to the project.

IV. SELECTION PROCESS

Responses to the Request for Services are due no later than 5:00 p.m. on September 29, 1989. The BRA, the Parcel C Advisory Group and the Chinatown/South Cove Neighborhood Council (CNC) will review the submissions. All responses will be reviewed by and subject to the design guidelines and submission requirements outlined in this document.

Following an initial review of the submissions, additional information may be requested. All design firms submitting responses will be invited to make a formal presentation to the BRA, the Advisory Group, and/or the CNC during the initial phase of the selection process. After reviewing each submission, the BRA may, at its discretion and with the input of the Advisory Group and the CNC, select several finalists and request them to develop their proposals further, based on second-stage BRA terms and guidelines. Funds may be available from the BRA to assist firms with the development of their proposals.

The final selection will be made by the BRA. The Advisory Group and the CNC will also participate in the final selection process and will likely make recommendations to the BRA to assist in the selection of the design firm.

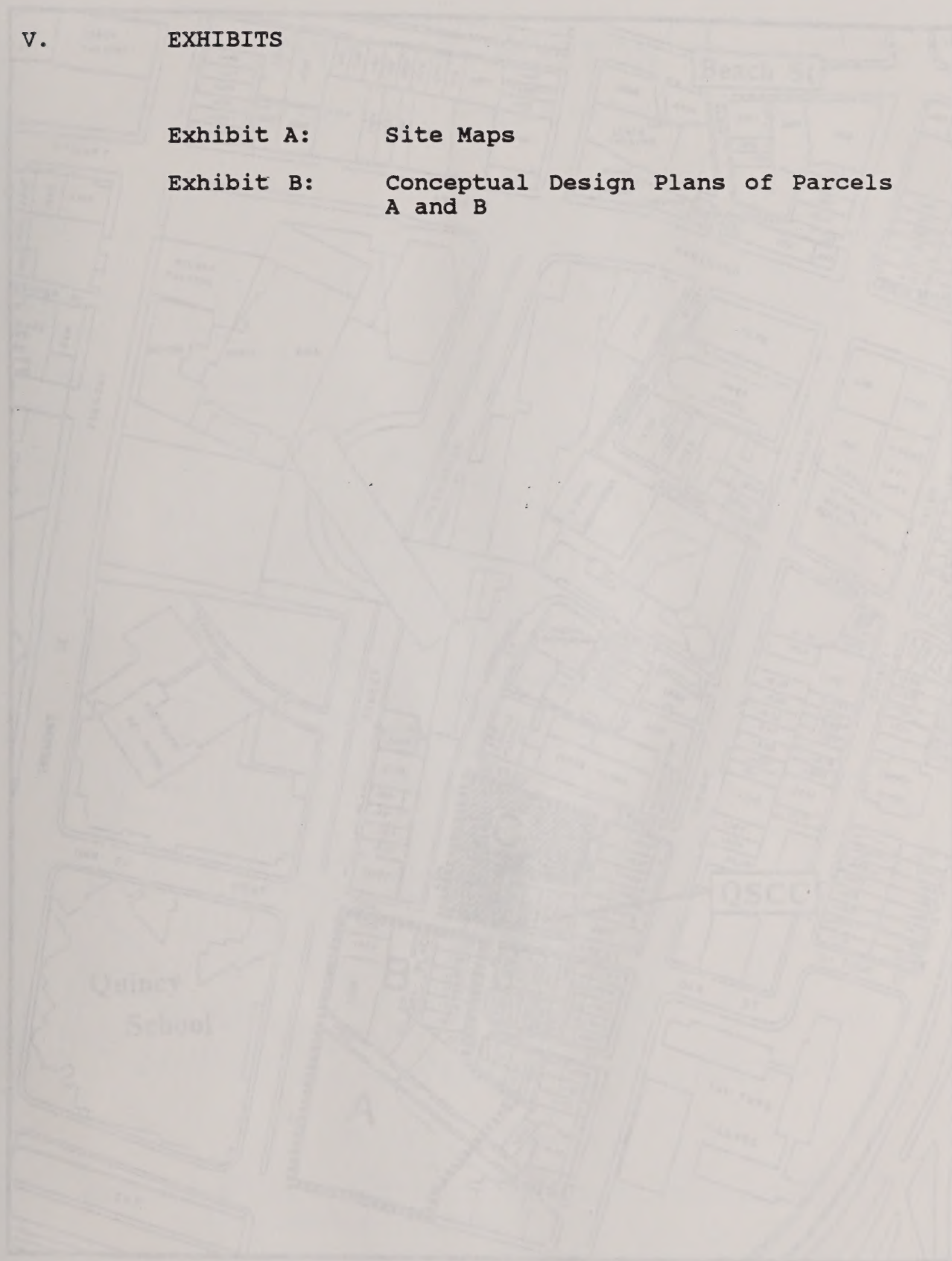
The BRA reserves the right to reject any and all proposals.

V.

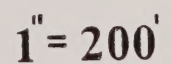
EXHIBITS

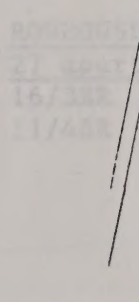
Exhibit A: Site Maps

Exhibit B: Conceptual Design Plans of Parcels
A and B



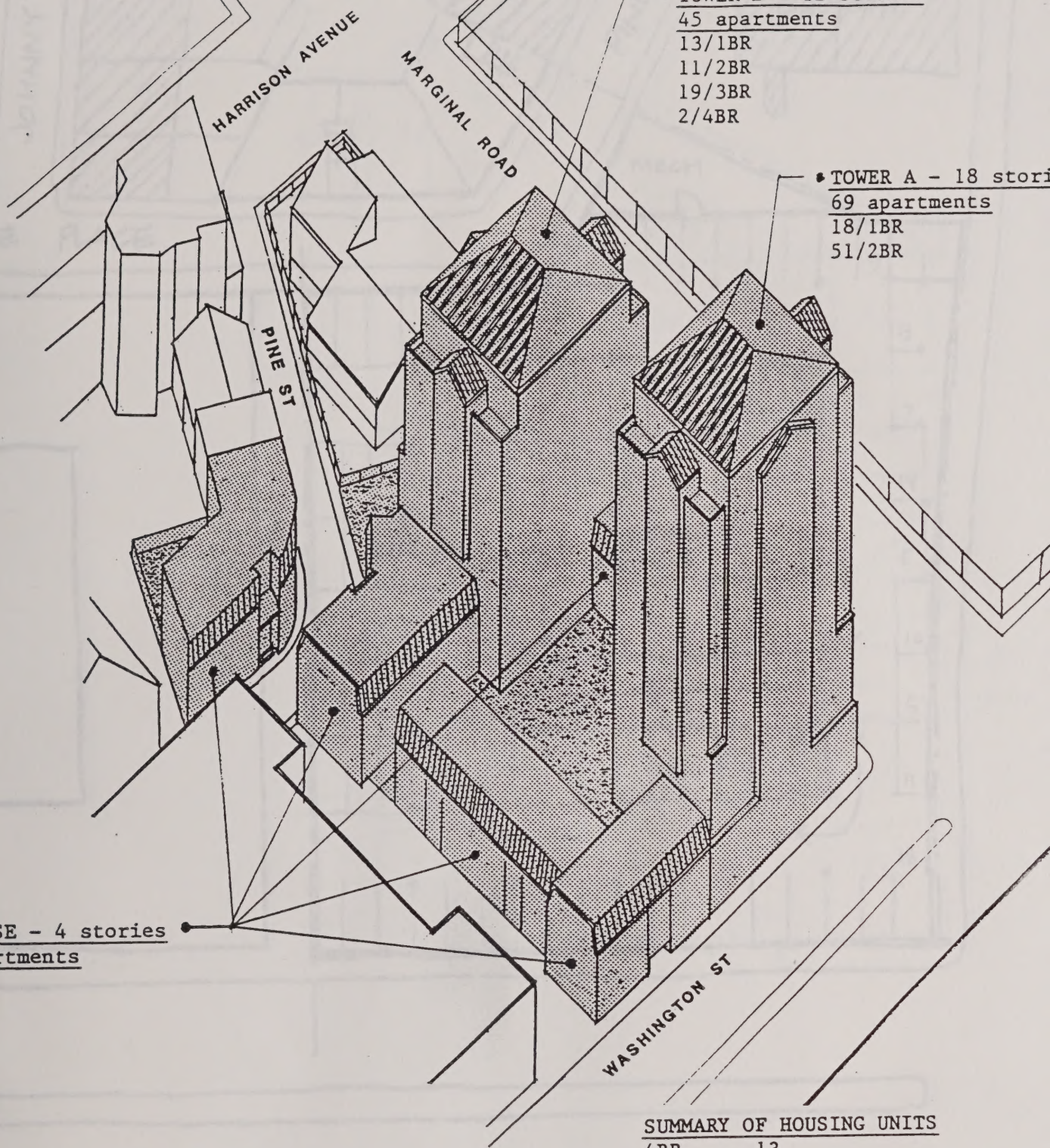
Site Location





A horizontal graphic scale bar with major tick marks at 0, 100, 200, 300, 400, and 500 feet. The bar is divided into alternating black and white segments, with each 100-foot segment consisting of two equal parts.

DATUM IS BOSTON CITY BASE



SUMMARY OF HOUSING UNITS

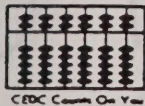
4BR.....13
3BR.....35
2BR.....62
1BR.....31

141 TOTAL APTS

UNDERGROUND PARKING

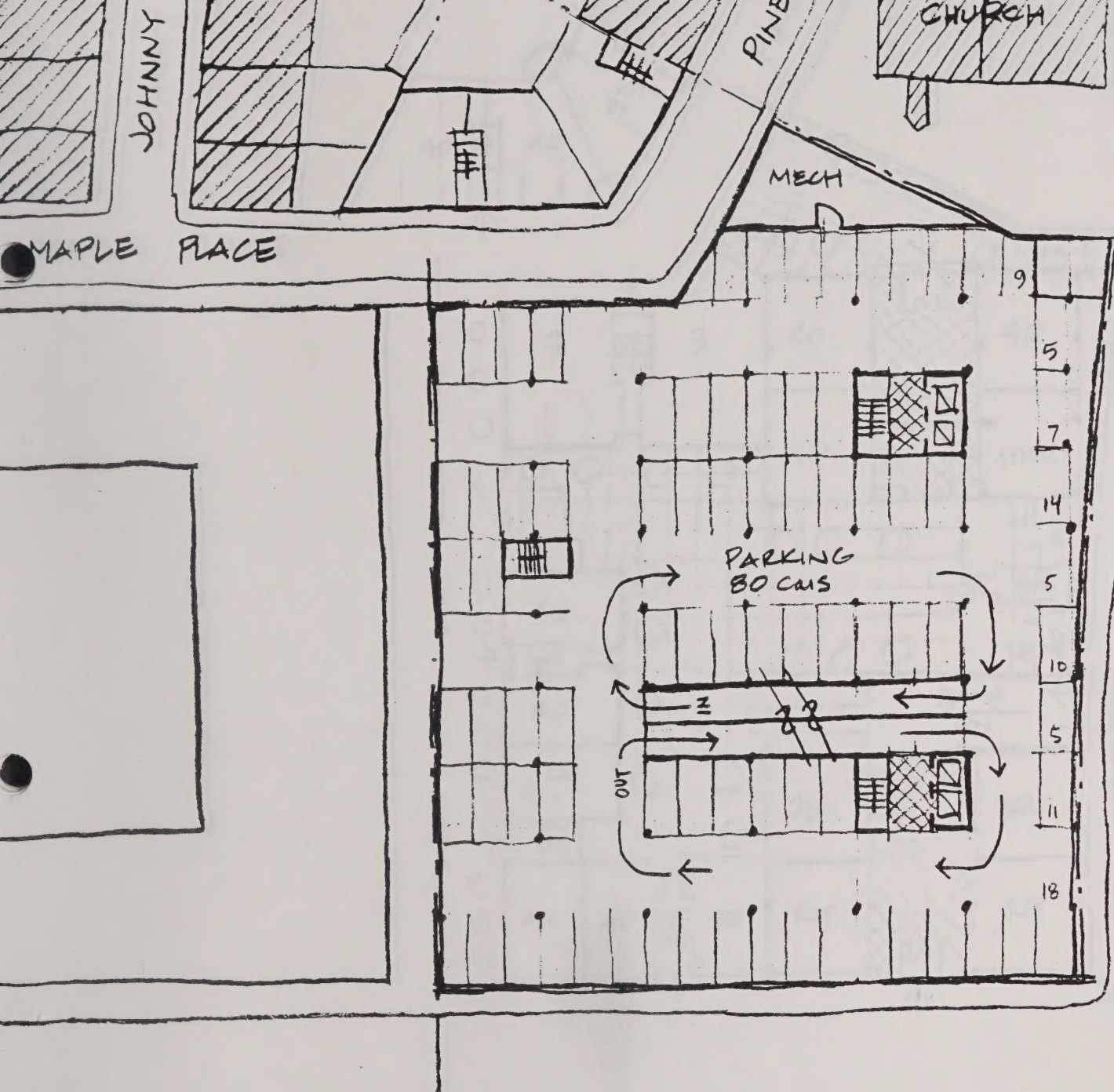
240 cars

R-3A Associates Limited Partnership



華人經濟發展協會
Chinese Economic Development Council

Chia-Ming Sze Architect Inc. Architects & Planners
326 A Street / Boston, Massachusetts 02210 / (617) 451-2727



WASHINGTON ST

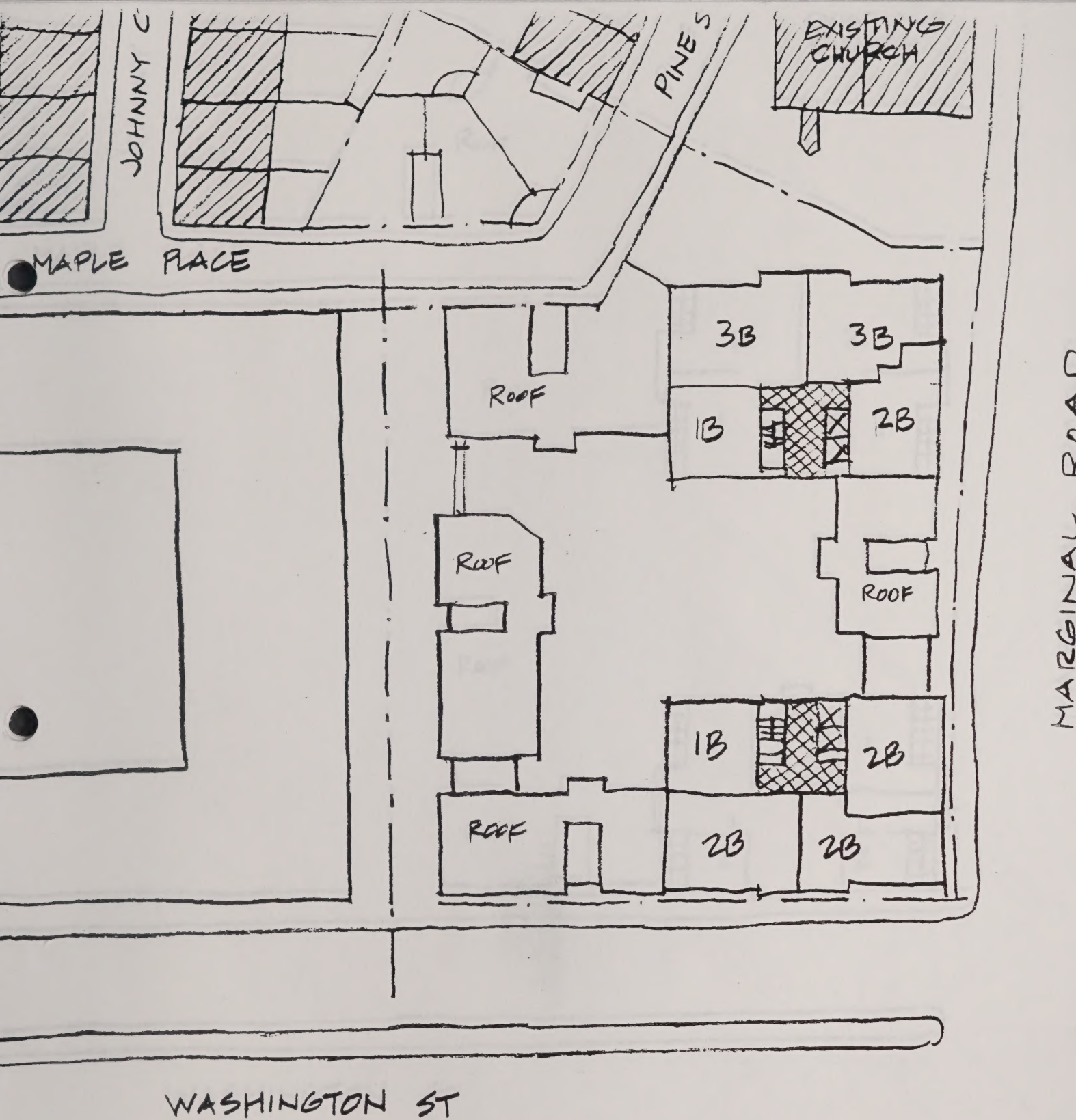
Title MEI WAH VILLAGE / CDC - R 3A
GARAGE FLOORS

Scale 1" = 40'-0"

Date 10-27-88

Dwg.No.

A-1



WASHINGTON ST

Title MET WAH VILLAGE / CDC - R 3A

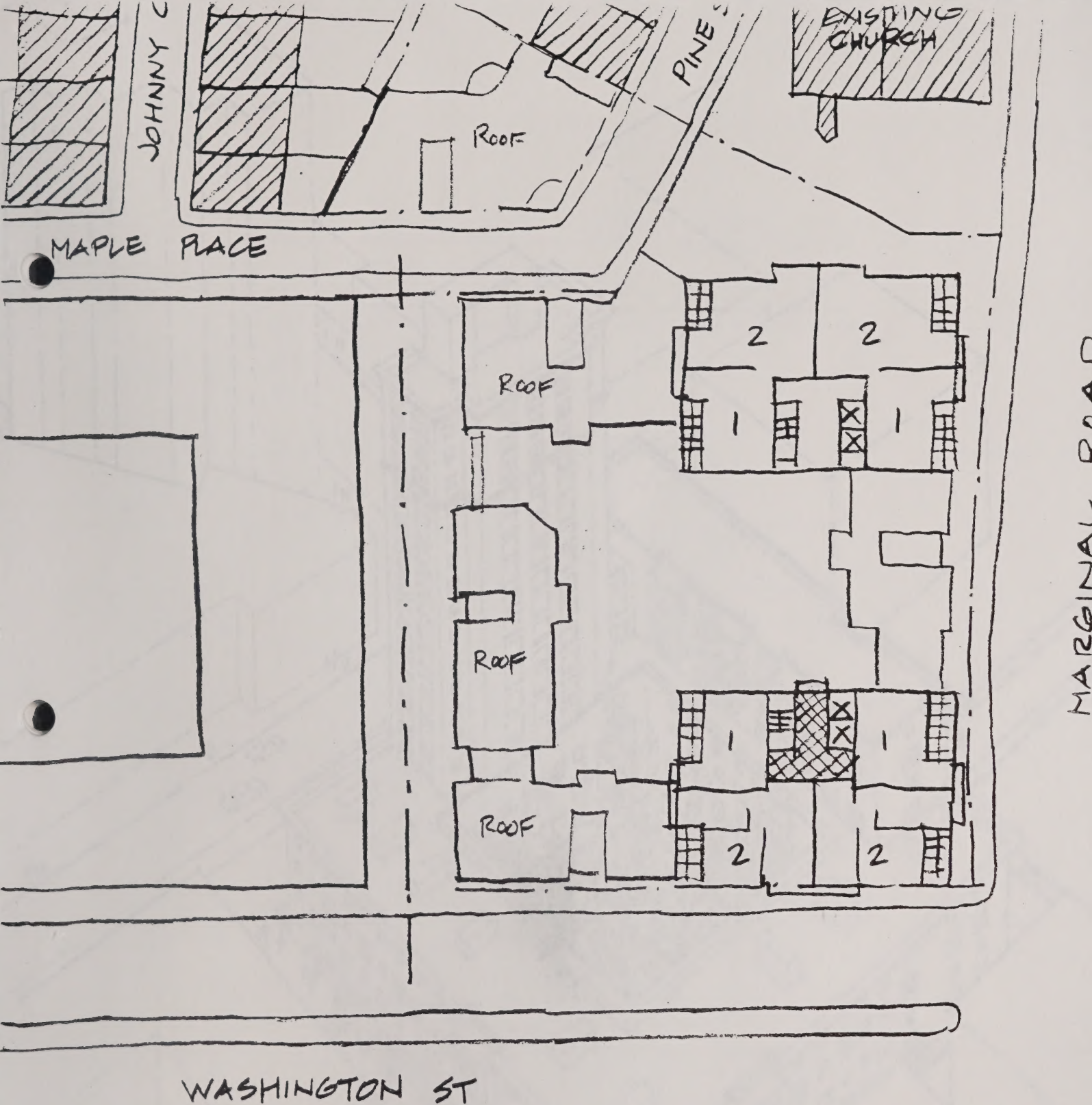
MID FL

Scale 1" = 40'-0"

Date 10-20-88

Dwg.No.

A-4



Title MEI WAH VILLAGE / CDC - R3A

TOP FL. OF TOWERS

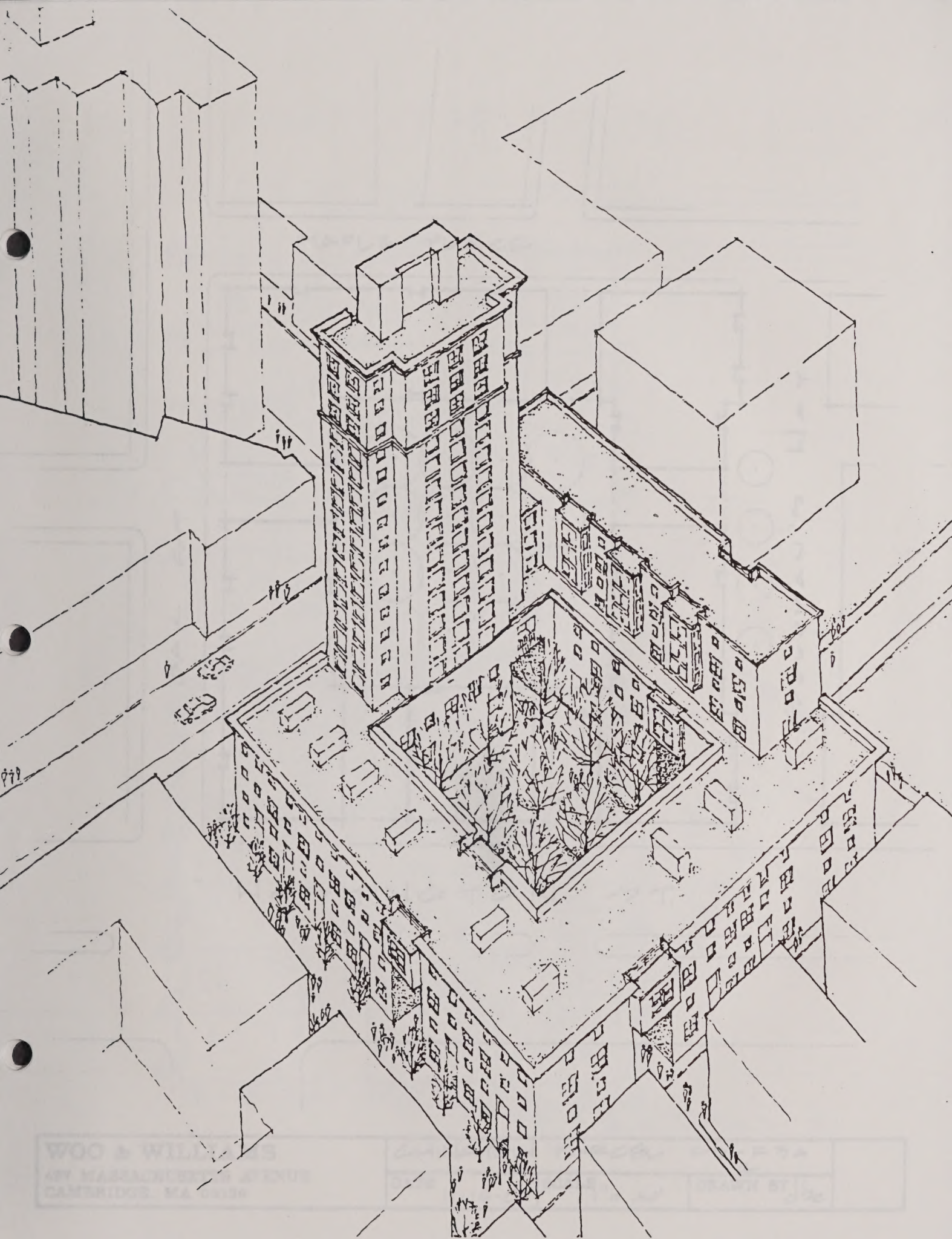
Scale 1" = 40'-0"

Date 10-20-88

Dwg.No.

A-5

Chia-Ming Sze Architect Inc. Architects & Planners
326 A Street / Boston, Massachusetts 02210 / (617) 451-2727



WOO & WILSON

ART MANUFACTURING & ENVIRONMENTAL
CAMBRIDGE, MA 02142

MAY PL.

OAK STREET

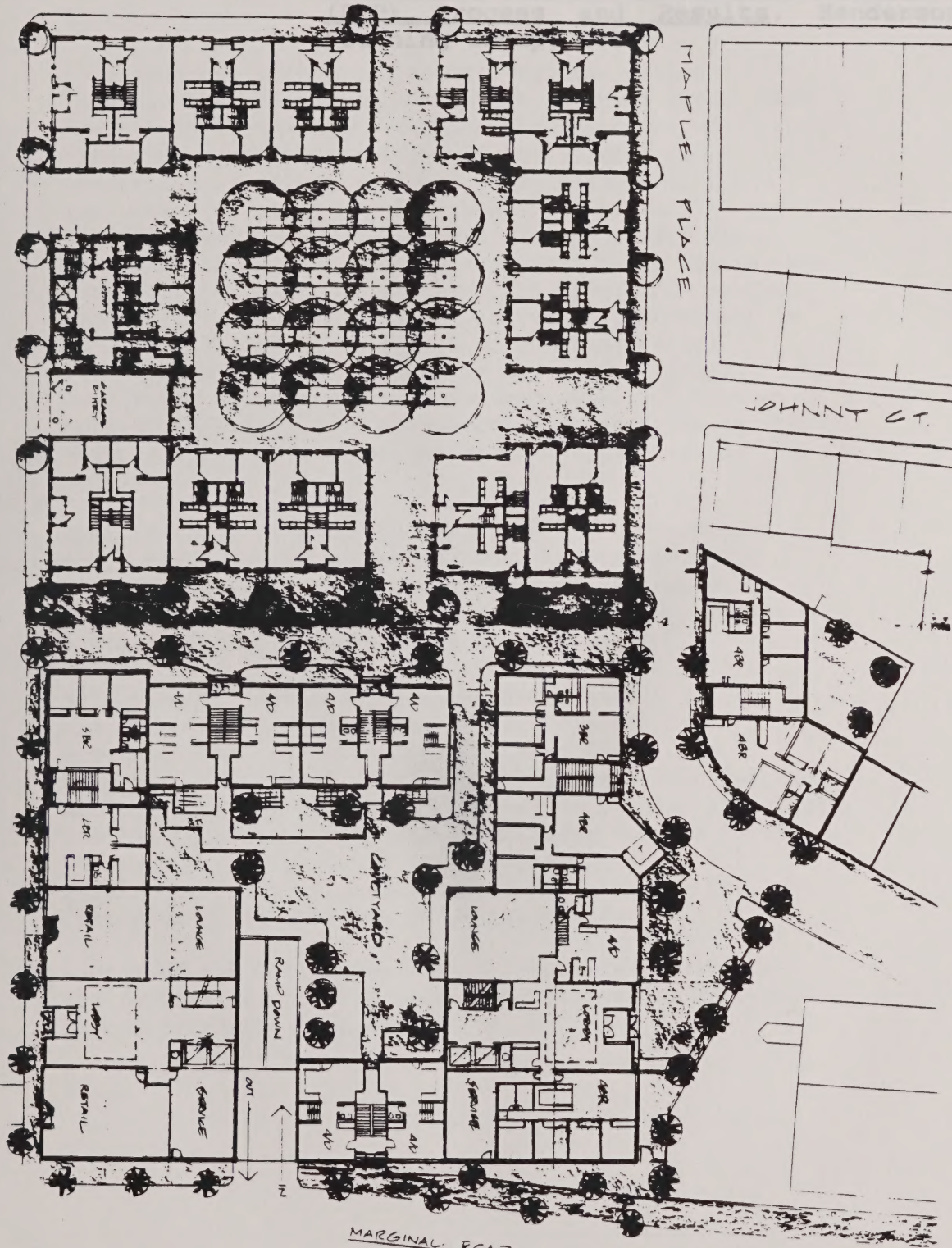
MAPLE PLACE

JOHNNY C.T.

MASHINGTON STREET

WASHINGTON STREET

MARGINAL ROAD



VI.

APPENDICES

Appendix A: Technical Memorandum Number 2, Community Service Agency Request For Participation (RFP) Process and Results, Henderson Planning Group, 1989

2.0

INTRODUCTION

It is consistent with our contract with the Boston Redevelopment Authority, Henderson Planning Group (HPG) has addressed the tasks outlined in the scope of services under Phase 1 Tasks 1A and 1B with the completion of this memorandum. The purpose of the memorandum is to chronicle the process by which Chinatown community service providing agencies were solicited to respond to a general call for a Request for Participation (RFP) in the proposed Federal "Q" project. The Request for Participation process was initiated in order to determine the nature of existing social services in Chinatown, identify service providers interested in participating in the Federal "Q" process, solicit information from them and develop criteria for the verification of programming needs projected by providers.

Evaluation of programming needs and how the providers' projections may be translated into requirements for physical space in a new community services center in Chinatown is covered for Technical Memorandum Number 2 - Evaluation of Program/Space Requirements.

As a means of determining technical criteria for verification of programming needs projected by providers, HPG met with the Chinatown South Cove Neighborhood Council (CNC) Social Services Subcommittee and HSA staff on June 15, 1989 to develop a Request for Participation (RFP) survey document for the Federal "Q" project. This was a questionnaire sent to all social service providers that are known to the CNC, to determine their interest in participating.

A copy of the RFP survey form is found in Appendix B. The reasons for the requested information are described in the following paragraphs.

TECHNICAL MEMORANDUM NUMBER 2

COMMUNITY SERVICE AGENCY REQUEST FOR PARTICIPATION (RFP) PROCESS AND RESULTS

2.0

INTRODUCTION

In accordance with our contract with the Boston Redevelopment Authority, Henderson Planning Group (HPG) has addressed the tasks outlined in the Scope of Services under Phase I Tasks IA and IB with the completion of this memorandum. The purpose of the memorandum is to chronicle the process by which Chinatown community service providing agencies were solicited to respond to a general call for a Request for Participation (RFP) in the proposed Parcel "C" project. The Request for Participation process was initiated in order to determine the nature of existing social services in Chinatown, identify service providers interested in participating in the Parcel "C" process, solicit information from them and develop criteria for the verification of programming needs projected by providers.

Evaluation of programming needs and how the providers' projections may be translated into requirements for physical space in a new community services center in Chinatown is reserved for Technical Memorandum Number 4 - Evaluation of Program/Space Requirements.

As a means of determining technical criteria for verification of programming needs projected by providers, HPG met with the Chinatown South Cove Neighborhood Council (CNC) Social Services Subcommittee and BRA staff on five (5) occasions to develop a Request for Participation (RFP) survey document for the Parcel "C" project. This was a questionnaire sent to all social service providers that are known to the CNC, to determine their interest in participating.

A copy of the RFP survey form is found in Appendix B. The reasons for the requested information are described in the following paragraphs.

The review of the RFP process and results is presented below under the following headings:

- o Community Participation and RFP Process
- o RFP Intent and Contents
- o Agencies Responding to the RFP
- o Requirements for Physical Space (As noted by Responding Agencies)

2.1

COMMUNITY PARTICIPATION AND RFP PROCESS

Prior to sending out the questionnaire to every agency which could be identified, an advertisement describing the entire project, including both the RFP process and the Needs Assessment survey, was placed in the Sampan newspaper.

Poster enlargements were posted at six cooperating agencies.

Within the context of the Needs Assessment survey (described in Technical Memorandum Number 1) letters were sent out to alert agencies of the pending survey and to ask for their cooperation in developing client lists.

An explanatory letter was enclosed with every Needs Assessment survey or RFP survey request.

The public process used in the Needs Assessment survey is described in greater detail in Memorandum No. 1 - Community Needs Assessment Survey.

2.1.A

RFP Process

The RFP was sent out to all social service providers in the Chinatown area known to the CNC. The mailing list included over 40 organizations.

The RFP mailing went out the first week of February, 1989, and respondents were asked to reply by a cut-off date of February 28, 1989, in order "to be considered for inclusion in the Parcel "C" facility."

A total of seven responses were received by the cut-off date. One response came from the Chinatown Boys and Girls Clubs and one from the South Cove YMCA (which are assumed to be part of the project under any circumstances). Five responses came from other service providers.

All seven agencies received follow-up telephone calls to clarify information submitted and in some cases field visits provided additional information.

2.2 RFP INTENT AND CONTENTS

2.2.A Type of Information Requested

The RFP contains four sections requesting information from the service agency providers. The RFP was short in length to provide ease in filling out, and was designed to collect both quantitative and qualitative responses. A description of the type of information requested for each section is noted below:

The first section asked for general information and a contact person for the agency.

The second section of the RFP asked a group of questions to determine the provider's current physical space allocation, what rent they pay, whether or not they share space with other users and whether or not they have or need special facilities. These questions were asked to determine the basic space needs of different groups in a new facility, whether or not they could afford to pay rent in a new facility and the opportunities for shared space or facilities among the groups.

The third section of the RFP asked a group of questions concerning operations, management and staff, type of services, client population, funding, and a description of the agency's view of how they would contribute to the viability of a new community service facility. These questions were intended to: establish a general history of the mission and services the agency provides; acquire data on the age distribution and place of residency of clients served; and collect basic funding and financial data which would be helpful at a later date in reviewing an agencies financial "carrying capacity" for the proposed project.

The fourth section of questions was designed to request the agencies assistance in determining the service provider's level of "unmet need" within the Chinatown/South Cove community.

2.3

AGENCIES RESPONDING TO THE RFP

The following seven groups responded to the RFP:

Asian American Resource Workshop (AA Resource Workshop)
Chinatown Boys and Girls Clubs (Boys and Girls Clubs)
Chinese American Civic Association (C-A Civic Association)
Chinese Progressive Association (Progressive Association)
Quincy School Community Council (QS Community Council)
South Cove Community Health Center (Community Health Center)
South Cove YMCA (YMCA)

Figure 2.1 includes photographs of some of the existing facilities used by these service providers and is appended to this memorandum.

2.3.A General Agency Information

All of the service providers that responded to the RFP are already working in the Chinatown Area and they have all been in operation for ten or more years - although the level of activity during this time has varied significantly. All of the service providers have tax-exempt status.

Some form of Board of Directors or Council exists for each of the respondents. The amount of staff varies widely from two full time positions to in excess of 100 full time equivalent positions, as follows:

Table 2.1 Full-time Equivalent Positions by Service Agency

<u>Respondent</u>	<u>Full-time Equivalent Positions**</u>
AA Resource Workshop	approx. 4.5 full-time equivalent
Boys and Girls Clubs	2 full-time equivalent
C-A Civic Association	49 full-time
Progressive Association	3 full-time equivalent
QS Community Council	45 full-time + 45 - 60 part-time
Community Health Center	113 full-time equivalent
YMCA	approx. 6.5 full-time equivalent

** The number of full time equivalent positions were requested, however, answers were not consistent.

Source: RFP Questionnaire

All of the respondents use volunteers for their program activities.

2.3.B

Type of Service Provided By Responding Agencies

The services provided by the responding agencies cover most of the community services that the BRA identified as being part of the scope of the needs assessment study. Services are provided to varying degrees. For example, more than one group provides English-as-a-Second-Language classes, youth programs, recreation, and child care services. Although only one facility provides health care, its services are quite complete.

On the whole, the seven responding agencies provide a balanced representation of the Chinatown social service needs. The types of social services provided by the responding groups are noted below:

Child Care/Parent Education;

Civic Education and Cultural Orientation;

Community Health Care

(Including Internal Medicine; Pediatrics;

Obstetrics/Gynecology; Dental; Eye; Podiatry;

Mental Health; Social Services; Indochinese Mental

Health; Family Planning; Nutrition; and Elder Home Care)

English-as-a-Second-Language Classes for Adults and

Youths/Chinese Classes/Translation Services;

Elderly Services (Community Health Center only);

Information/Advocacy/Legal Counseling on Civil Rights;

Youth and Adult Employment Training;

Pre-vocational Training and Vocational Training;

Recreation, Social and Community Functions;

Youth-after-school and Summer Day Camp Recreation Programs;

Youth Programs;

Tax Preparation;

Media Services and Production;

Educational Workshops; and,

Organizational Development.

Of the service needs identified by the public through the Community-wide Needs Assessment (see Technical Memorandum Number 1), the need for English classes and health care are the two services reportedly used the most now, and both of these services are reflected in the responses to the RFP process. The services that appear to have the greatest potential for growth

according to the assessment, legal services and civil rights advocacy, are also included.

- 2.3.C Type of Services Not Provided By Responding Agencies
Of the agencies responding, only one organization is providing legal counseling and this is provided in a limited manner. In addition, the only "elderly" services identified were health care related, not senior citizen social program and/or food related programs.

In addition to the services described above, the BRA also identified information/education on community planning and development as a service to consider for the project. If the BRA and CNC determine that it is important to allocate space for these types of services in the Parcel "C" project, appropriate service providers must be identified and included in future studies.

Of the dozen or so family associations and social organization which operate in Chinatown, none responded to the RFP process. These associations and organizations typically are located in small spaces on the upper floors of a commercial or retail building. When there is a large gathering, the group typically rents a room at one of the area restaurants in Chinatown.

- 2.3.D Characteristics of Users
Table 2.2 below presents a summary of characteristics of the responding agencies' users in 1988.

Table 2.2 Characteristics of Agency Users

	# Users 1988*	C-Town	% Users By Place of Residence		Yearly Visits - Volume of Users (1988)
			Boston	Other	
AA Resource Workshop	536	1.1	86.0	12.8	1,960**
Boys and Girls Clubs	536	42.8	38.9	18.3	13,556
C-A Civic Association	9,231	21.7	57.4	20.9	98,055**
Progressive Association	1,705	12.9	45.3	41.8	4,935
QS Community Council	9,091	49.0	43.3	7.7	187,017
Community Health Center	14,630	44.0	29.0	27.0	71,271**
YMCA	945	40.0	40.0	20.0	80,300
TOTAL	36,674				359,039

* "Users" represent the number of individuals who use the services, not the numbers of visits they make, a number which would be significantly higher. This information was requested, but not obtained in many cases.

** Does not include off-site programs.

Source: RFP Questionnaire

The majority of the users appear to be using the following services: health care, English-as-a-Second-Language classes and recreational uses. Exact volumes could not be computed due to the variability in the returns.

The combined volume is equal to approximately 985 visits per day to these agencies.

Information concerning perceived unmet need in client groups was also collected as part of the RFP process. This information presented and evaluated in Memorandum No. 4 - Evaluation of Program/Space Requirements.

2.4 REQUIREMENTS FOR PHYSICAL SPACE (As noted by Responding Agencies)

2.4.A Existing Space Allocations

The RFP requested groups to indicate their existing space allocation and layout, in order to establish baseline conditions for possible space needs in a new facility. The existing space allocations reported are given below on Table 2.3:

Table 2.3 Existing Space Allocations in Net Square Feet

AA Resource Workshop	1,800
Boys and Girls Clubs	7,840
C-A Civic Association	9,550
Progressive Association	1,500
QS Community Council	16,930
Community Health Center	10,547
YMCA	<u>9,800</u>
TOTAL INTERIOR	57,967

Open Space 2,000 SF

Source: RFP Questionnaire

Some limited duplication of space requirements may exist due to the overlap of services provided by the respondents. The possibility for reducing overlap in a combined facility will be discussed further below, and in Technical Memorandum Number 4 on programming and space requirements for the facility.

In addition to the interior space noted above, one service provider has dedicated 2,000 square feet of open space for child care uses (this is a requirement of licensed child care providers).

The following Table 2.4 shows aggregates of the major types of existing space. The majority of this space was dominated by the following uses: classrooms, gymnasias, professional staff, common areas or multi-purpose space, examination rooms and residential uses (YMCA).

Table 2.4

Physical Space Facilities Noting Type, Number and Square Footage

<u>Type of Space</u>	<u># of Spaces</u>	<u>Square Footage</u>	<u>SF/Type of Space</u>
Classroom Space	22	12,200	555
Gymnasias	4	12,068	3,017
Professional Staff	23	4,639	202
Child Care	10	3,900	390
Common Space (Includes SCCHC corridors)	14	3,700	264
Residential		3,600	
Examination Rooms	24	2,550	106
Multi-purpose Space	4	2,125	544
Meeting/Conference Space	4	1,920	480
Waiting Rooms	4	1,700	425
Support/Clerical	14	1,684	120
Storage Space	15	1,443	96
Other (lab space, rest rooms showers, kitchens, game rooms and libraries)		<u>4,293</u>	
	TOTAL:	57,967	

Source: RFP Questionnaire

2.4.B Additional Space Needs

All respondents expressed a need for additional space to optimize their service delivery. Social service providers have done a number of things to extend their facilities to maximum use. This has involved sharing space and facilities with other groups (e.g., classrooms shared with public schools). In the Community Health Center, for example, a multi-use policy has been established. Offices are shared, schedules have been doubled, and extra corridor and closet space have been pressed into service for unintended uses.

Space needs (in Net Square Footage) as they were expressed by each service provider are given below. In the cases of the Chinatown Boys and Girls Club and the South Cove YMCA, a total replacement space need is given, since their facilities must be entirely replaced. All other service providers' space needs are presented as needs beyond current space allocations. Where a provider reported estimated square footage requests for different types of space, these are shown. Some space estimates were obtained through follow-up telephone calls.

Table 2.5 Additional/Replacement Space Requests by Responding Agencies (in Net Square Feet)

Asian American Resource Workshop

Filing room/library for	
3,500 books & periodicals	400 SF

Chinatown Boys and Girls Clubs

Junior games room	1,500 SF
Senior games room	1,800 SF
Fitness center	5,000 SF
Library/learning center	1,250 SF
Arts & Crafts Center	1,400 SF
Classrooms	1,750 SF
Administrative offices	800 SF
Maintenance	1,000 SF
Subtotal	14,500 SF*

* Assumes full replacement
of existing facilities.

Chinese American Civic Association

Counseling offices	500 SF
Teachers offices	550 SF
6 classrooms	3,000 SF
2 classrooms - skills training	
1 electronic assembly skills training lab	
Conference room/staff lounge	300 SF
Waiting room	200 SF
Language laboratory	500 SF
Library	500 SF
Storage room	100 SF
Rest rooms	
Subtotal	5,700 SF

Chinese Progressive Association

Separate classrooms & offices	150 SF
self-contained counseling rooms	
handicap access	

QS Community Council

Administrative Space	500 SF
3 - 5 adult classrooms	1,800 - 3,000 SF
3 - 5 child care classrooms	1,800 - 3,000 SF
2 - 3 after-school care classrooms	1,400 - 1,750 SF
(35 SF/child licensing requirement)	
Total	5,000 - 8,250 SF

Parking	6 spaces	
Open Space	1,200 SF	(40 SF/child licensing requirement)

South Cove Community Health Center

Examination rooms; Nursing stations;
Waiting & reception areas;
Dental operatories;
X-ray/laboratory space
Practitioners' offices
Small meeting spaces
Support staff areas (incl.
laboratories, records,
computer rooms)
Larger conference room
Subtotal

20,000 - 25,000 SF

Chinatown YMCA

Gymnasium	8,800 SF
Locker rooms	3,800 SF
Nautilus	1,800 SF
General Recreation room	1,000 SF
Multi-use areas	2,400 SF
Exercise room	1,600 SF
Child Care Center (50 Children)	2,500 SF
Education Classrooms	1,680 SF
Reception/Control Area	1,800 SF
Administrative offices	1,500 SF
Subtotal	26,880 SF*

* Assumes full replacement
of Existing Facilities.

Parking 15 - 20 spaces
Open Space 2,000 SF (40 SF/child licensing requirement)

Follow up discussions with each of the agencies has established the total space which the agencies have requested for the Parcel "C" location. This space is noted on Table 2.6 below.

Table 2.6 Parcel "C" Requested Total Program Space by Responding Agency

<u>AGENCY</u>	<u>PARCEL "C"</u> <u>REQUESTED SPACE</u>
AA Resource Workshop	2,200
Boys and Girls Clubs	14,500
C-A Civic Association	15,250
Progressive Association	1,650
QS Community Council	8,250
Community Health Center	25,000
YMCA	26,880
Net Subtotal	<u>93,730</u>
15% Additional for Corridors, Stairs, Lobbies, Storage, Utilities, etc.	14,600
Gross Total	<u>108,330</u>

Source: RFP Questionnaire/HPG

The total space noted above in Table 2.6 indicates the amount of space which the seven participating agencies have requested at the Parcel "C" location. This total was derived by adding together the individual totals for each agency, and does not make any allowances for sharing of space, programs or facilities.

The total figures noted for the Chinatown Boys and Girls Club, the Chinatown YMCA, the Asian American Resource Workshop, the Chinese Progressive Association, and the Chinese American Civic Association include complete relocation/replacement and expansion of existing facilities.

Totals for the South Cove Community Health Center and the Quincy School Community Center are for expansion of services only (no relocation of existing facilities).

2.4.C Existing Sharing of Facilities

All seven of the respondent groups are known to share facilities, staff, or client bases with other groups. Some groups conduct their programs in conjunction with City or other

private non-profit agencies. Several of the responding groups have conducted programs in conjunction with each other: the South Cove Community Health Center, the YMCA, and the Quincy School Community Council have worked on health-related issues together and the Chinatown Boys and Girls Club, the YMCA, and the Quincy School Community Council have worked together on a youth leadership development program. The Chinatown Boys and Girls Club, the Chinese American Civic Association, and the Quincy School Community Council all share space and facilities with other public or private schools.

Most of the groups have expressed a willingness to share space in a new facility. Items that could be shared have been identified as including:

- A large meeting hall/conference space,
- Small meeting spaces,
- Kitchen facilities (not associated with child care),
- Open space (a requirement for child care licensing),
- Classrooms of various types,
- Child care space,
- Parking,
- Reception/administrative space,
- Group activity rooms, and;
- Library space.

2.4.D Parking, Security and Rent

Parking

Four of the seven service providers have access to a total of 66 parking spaces. These spaces are used by employees and visitors.

Security

Most service providers need to protect computers and other equipment but otherwise do not have unusual security needs. The exception is the Community Health Center, which has specific security requirements that an architect would have to address in the design of any service facility which included the Center.

Rent

The terms of leases/mortgages held by the different service providers varied considerably. In this report, rents are treated confidentially. Those service providers located in City-owned buildings received annual rent subsidies valued at \$3.72 to \$18.96 per square foot (including utilities and janitorial services in two of three cases). Those paying commercial rents paid annual rents ranging from \$.96 to \$6.60 per square foot. The value of rents in City-owned properties were higher in general, because the quality of the facility

Figure 2.1

provided was higher. The City-owned buildings had spaces that were geared quite specifically towards the services that providers were giving to their clients, that is, the City had paid to have the facilities designed for the service providers.

Service providers who are paying commercial rents tend to rent office-oriented spaces that are adapted by the services providers for their own use.

All but one of the service providers are paying commercial rents for at least some of their facilities.

2.4.E Assets

The service agencies have current (1988) assets of approximately \$2.5 million and total (1988) assets of approximately \$3.25 million.

Figure 2.1

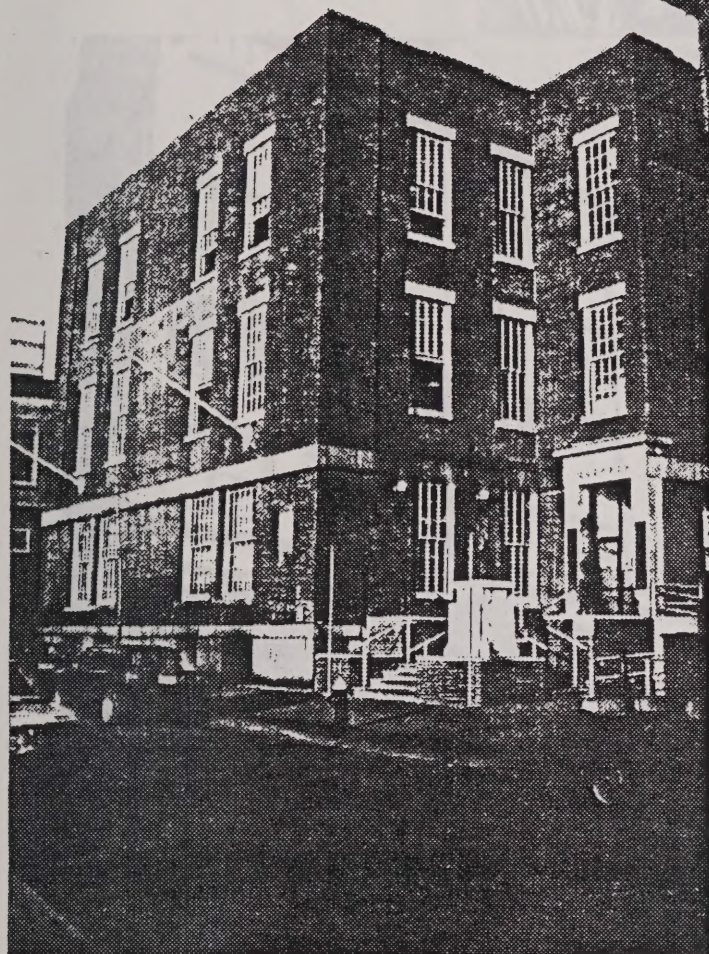
Existing Facilities

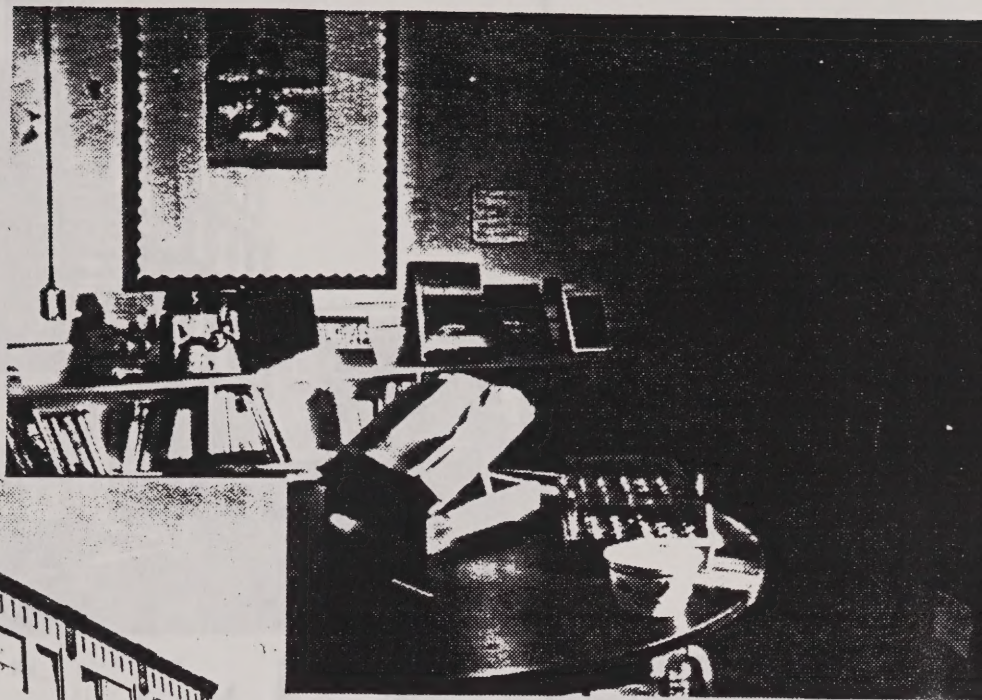


South Cove
Community
Health Center

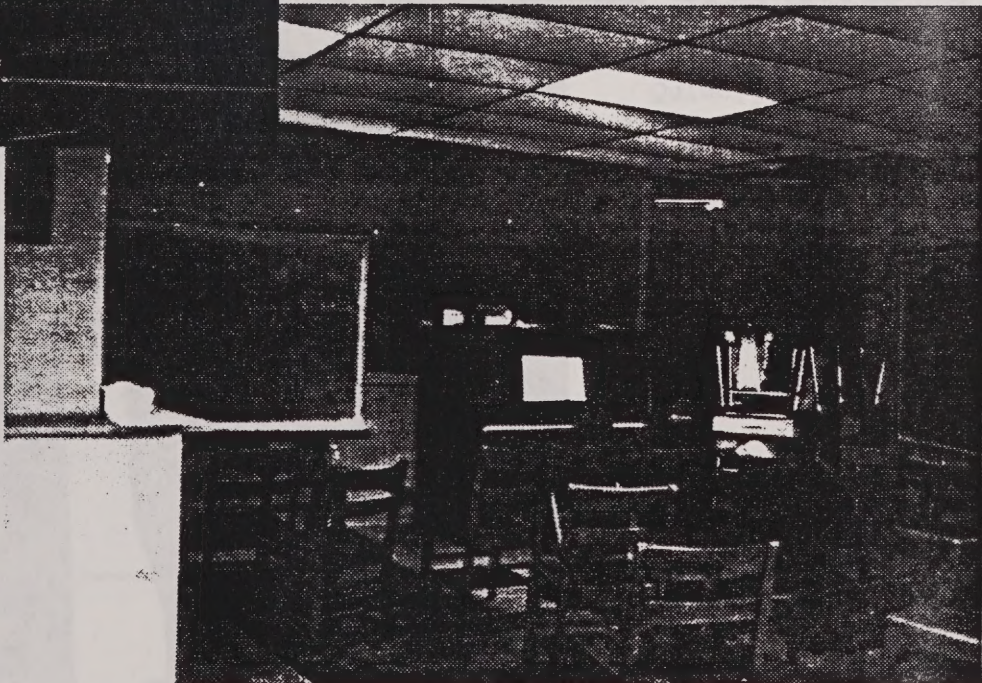


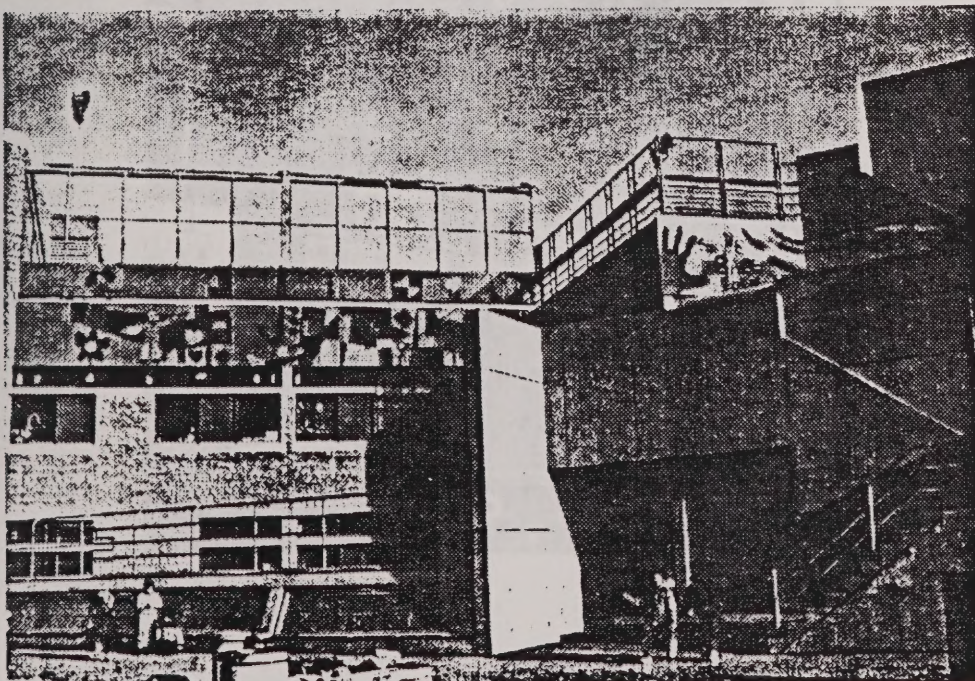
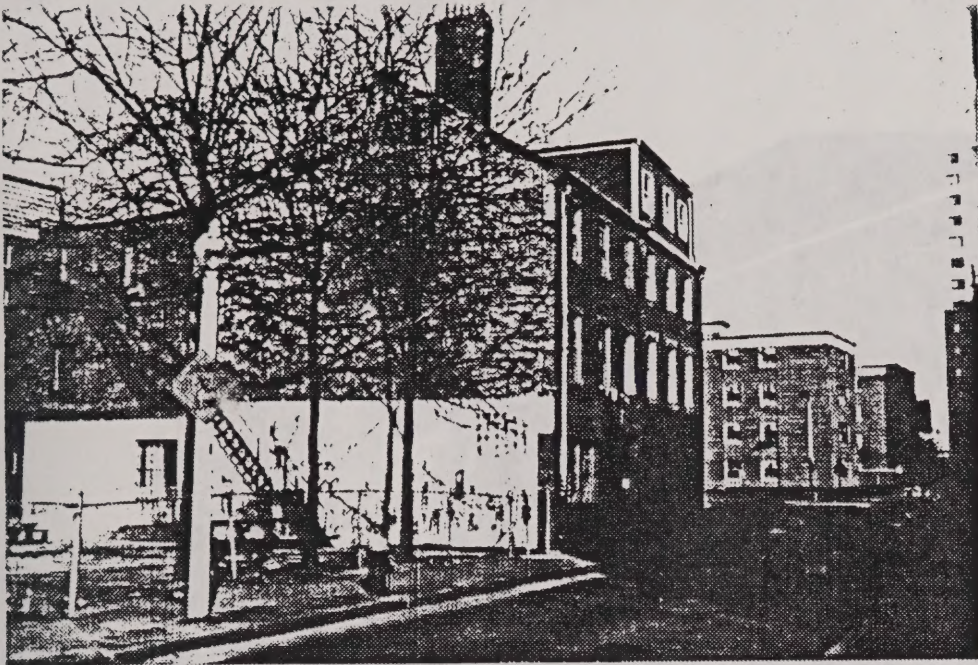
Chinese American
Civic Association





Chinatown Boys' &
Girls' Club, Inc.





Quincy School
Community Council



South Cove YMCA



Chinese Progressive
Association

Asian American
Resource Workshop